



## Agenda

**Organizational Meeting of the Council of the Town of Bentley  
to be held Tuesday, October 24, 2023, 7:30 pm – after the Regular Meeting of Council in the  
Seniors Drop In Centre (Town of Bentley Office Building)**

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### 1. Call to Order

### 2. Amendments and Acceptance of Agenda

### 3. Elected Officials Annual Attendance at Conference or Training Allowance - Policy 43-2023 (Attachment #1)

- Which Members of Council will attend the 2024 AM Conference

### 4. Designation of place for the municipal office

THAT Mayor and Council declare that the Bentley Municipal Office for the Town of Bentley is located at 4918 50<sup>th</sup> Avenue in Bentley Alberta

### 5. Nominations and election of Deputy Mayor

#### 2023 Term previous to this nomination

October 26, 2022, to January 24, 2023,  
January 25, 2023, to April 25, 2023,  
April 26, 2023, to July 11, 2023,  
July 12, 2023, to October 24, 2023,

#### Councillor

Brenda Valiquette  
Dale Grimsdale  
Pam Hansen  
Lenore Eastman

#### Optional Term for 2024 if following the same process.

October 25, 2023, to January 24, 2024,  
January 25, 2024, to April 24, 2024,  
April 25, 2024, to July 24, 2023,  
July 25, 2023, to October 22, 2023,

Brenda Valiquette  
Dale Grimsdale  
Pam Hansen  
Lenore Eastman

### 6. Dates, Times, Location, and frequency of Regular Meetings

- Currently set to the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month to start at 6:45pm
- Summer Recess is the 4<sup>th</sup> Tuesday of July and the 2<sup>nd</sup> Tuesday of August
- Winter Recess is the 4<sup>th</sup> Tuesday of December
- See Attached Calendar for 2024 (**Attachment #2**)

## 7. Signing Authorities

The mayor, or in his absence, the Deputy Mayor, together with the Chief Administrative Officer, or in his absence, the Administrative Assistant.

## 8. Appointments to the following Boards, Committees and Commission:

### A. Bentley District Fire Department Liaison

- Attends the annual Fire Department Meeting and any other meetings as required with the Bentley District Fire Department
- **Meetings typically takes place in the evening**
- The Bentley Fire Department is comprised of 22 committed volunteers
- The Department provides emergency response from fighting fires, medical emergency response and motor vehicle accidents to the residents of Bentley as well as within 1000 sq km area between Gull Lake and Sylvan Lake within Lacombe County
- They receive more than 90 emergency calls per year

1 Member of Council

Previously

Brenda Valiquette

1 Alternate

Greg Rathjen

### B. Lacombe Regional Emergency Management Advisory Committee

- The advisory committee meets twice per year, dates determined by the committee (typically is an information sharing meeting)
- **Meetings usually takes place in the evening**
- Is a Regional Committee comprised of a councillor or designate from each of the partnering municipalities that are a party to the Lacombe Regional Emergency Management Partnership Agreement? The Lacombe Regional Emergency Management Advisory Committee are the Directors of Emergency Management (DEM) or the designate from each of the partnering municipalities of LREMP
- Members include City of Lacombe, Lacombe County, Town of Bentley, Blackfalds, Town of Eckville, Village of Alix, Village of Clive, Summer Village of Birchcliff, Summer Village of Sunbreaker Cove, Summer Village of Gull Lake

1 Council Representative

Previously

Greg Rathjen

1 Alternate Representative

Brenda Valiquette

### C. Lacombe Regional Fire Services Advisory Committee

- Annual Meeting
- **Meetings are typically, in Evening**
- Intent is to provide an annual overview of activities concerning regional fire protection, includes appointment of chair, review of previous minutes, year in review, training review, audit review and round table.
- Mutual Aid discussions, Budget Discussions, Policy Manual
- Majority of information is presented by the Lacombe County Fire Chief
- Membership includes City of Lacombe, Village of Clive, Lacombe County, Town of Blackfalds, Village of Alix, Town of Bentley, Town of Eckville

1 Council Representative

Previously

Pam Hansen

1 Alternate Representative

Dale Grimsdale

**D. Lacombe Regional Waste Services Commission**

- Meetings are typically once every two months (6 per year)
- **Meetings take place in the afternoons**
- Made up of membership from municipalities within the boundaries of Lacombe County and includes City of Lacombe, Lacombe County, Eckville, Town of Bentley, Village of Clive, and Village of Alix
- LRWSC owns and operates five solid waste management facilities within Lacombe County Boundaries. Transfer Sites are at or near: Eckville, Bentley, Alix/Mirror, Spruceville and a transfer site and class 3 landfill at Prentiss
- Currently transport 10,000 Metric Tons of Municipal Solid Waste to the class 2 landfill at West Dried Meat Lake
- They hold a license to landfill 10,000 Metric Tons of dry rubble annually at the prentice site but strive to reduce landfill volumes each year

1 Council Representative	<u>Previously</u> Dale Grimsdale
1 Alternate Representative	Lenore Eastman

**E. Lacombe Foundation**

- Meetings are typically once every two months (6 per year)
- **Meetings typically take place in the afternoon**
- Is a public management body, under the Province of Alberta with a mandate to provide affordable housing for seniors and low-income families in Lacombe County.
- Provides safe and affordable housing to seniors and families in Lacombe County. Holding the believe that everyone needs a home. Lacombe Foundation strives to provide housing to those who need it most.
- Lacombe Foundation partnered with the Bethany Group to assume functions for the Foundation while reporting to the Board of Directors
- Responsible for Seniors Subsidized housing in Bentley – Oxford Court (6 suites)
- Also provide Community Housing in Lacombe, affordable housing in Lacombe and Blackfalds, Rent Assistance programs in the Lacombe Area

	<u>Previously</u>
1 Council Representative	Lenore Eastman
1 Alternate Representative	Pam Hansen

**F. Bentley Municipal Library Board**

- The Bentley Municipal Library is governed by trustees appointed by the town of Bentley. The Library Board meets once every two months with a break over the summer. The Town of Bentley cannot have an alternate appointment to the Library board as per the MAP audit by municipal affairs and in accordance with legislation and alignment with the libraries act.
- **Meetings take place in the evening**
- Bylaw 123/2008 and amendment Bylaw 222/2020 (amendment set the minimum number of meetings to be in alignment with the libraries act) and extended the term of office of chair for more than two consecutive terms (Joan was on the Board prior to joining Council)
- The intent of the board is to connect the community to a world of imagination and discovery, promoting a love of reading, lifelong learning, and creative pursuits in a friendly and welcoming space

- Each library board in Alberta is required to file with the province a plan of service outlining service priorities, goals, and objectives (the last one was completed for 2017 to 2021)
- It is recommended that the Council Representative that serves on the Bentley Municipal Library Board also serves on the Parkland Regional Library Board for consistency and alignment between the two organizations

	<u>Previously</u>
1 Council Representative	Pam Hansen
1 Alternate Representative	Dale Grimsdale (However alternate appointment was removed through June 28, 2023, council meeting). Cannot have an alternate appointment in 2024.

#### **G. Parkland Regional Library Board**

- Meetings are every 2 months
- **Meetings are usually morning but sometimes afternoon in the daytime**
- Governed by a board appointed by the 64 member municipalities that meet four times per year
- There is also an Executive Committee is comprised of 10 board members and meets every 2 months to address ongoing business.
- The Vision of the Parkland Regional Library System is a leader in assisting its member libraries to achieve excellence in service
- Mission is expanding opportunities for discovery, growth, and imagination for all Central Albertans

	<u>Previously</u>
1 Council Representative	Pam Hansen
1 Alternate Representative	Dale Grimsdale (Cannot have an alternate appointment in 2024 as per MAP audit and compliance to the libraries act)

#### **H. Central Alberta Economic Partnership (CAEP)**

- 2 annual meetings and 2 engagement sessions for a member
- **Meetings typically take place in the daytime – late afternoon – AGM would be evening**
- CAEP is one of 9 Regional Economic Development Alliances across Alberta that work with members and stakeholders to advance regional economic prosperity. This collaborative approach enables investment and growth opportunities in Central Alberta that communities may not otherwise be able to achieve on their own.
- Strategy includes – collaboration to focus on growing sustainable regional development, sharing knowledge to advance economic development tools, capacity building by creating training opportunities and identifying trends, representing regional interests through reflective collaboration and exemplifying opportunities, successes, and desired outcomes
- For a board member includes 5 additional meetings
- If you are on the executive committee additional work and requirements there

	<u>Previously</u>
1 Council Representative	Pam Hansen
1 Alternate Representative	Greg Rathjen
1 Business Representative	Merry Kuchle (Merry's Mercantile)

**I. Parkland Community Planning Services (PCPS)**

- Meetings are every 2 months
- ***Meetings take place in the mornings***
- PCPS is a not-for-profit organization that provides a variety of planning consultation services to municipalities, both member and non-member and private sector clients. Specializes in municipal land use policy planning, site assessment, design, and subdivision services.
- Municipal members include Town of Bentley, Innisfail, Olds, Penhold, Ponoka, Alix, Big Valley, Clive, Gull Lake, Rochon Sands, Gadsby, Summer Village of Parkland Beach, Clearwater County, County of Stettler
- PCPS also manages the Regional Subdivision and Development Appeal Board administration – which is a quasi-judicial board established under the MGA by participating municipalities. (24 partnering municipalities)
- Town of Bentley has a contract with PCPS for additional planning expertise as required.
- Currently assisting the Town with ASP Bentley Southeast, New Beginnings Re-Design, Land Use Bylaw Consolidation, other specific planning questions as required.
- Municipalities that are members in PCPS are provided planning assistance and support at a reduced rate. (Contract negotiated to March 31, 2023)

	<u>Previously</u>
1 Council Representative	Greg Rathjen
1 Alternate Representative	Brenda Valiquette

**J. Parkland Airshed Management Zone Committee (PAMZ)**

- Approximately 2 meetings per year
- ***Meetings typically take place in the afternoon***
- PAMZ was established in 1997 and is a non-profit group who is responsible to identify air quality concerns within the zone and to implement management strategies to address those concerns.
- Dedicated to improving air quality that you and I breathe
- Bentley joined in relation to Kingdom Farms and the issued that arose from that Farm.

	<u>Previously</u>
1 Council Representative	Dale Grimsdale
1 Alternate Representative	Greg Rathjen

**K. Red Deer River Watershed Alliance (RDRWA)**

- Approximately 2-6 per year
- ***Meetings are typically in afternoon***
- Created in 2005 as a non-profit society
- Serves as the designated Watershed Planning and Advisory Council for the Red Deer River watershed, under the Government of Alberta Water for Life Strategy
- Act as a collaborative forum for stakeholders from across sectors to work together in support of healthy waters, landscapes, and communities

	<u>Previously</u>
1 Council Representative	Pam Hansen
1 Alternate Representative	Dale Grimsdale

**L. Sylvan Lake & Area Urgent Care Community Advisory Committee**

- Meetings as required
- ***Meetings are usually during the day but sometimes evening***
- 21 members on the board mostly Sylvan Lake but also Eckville and Bentley
- Focuses on the provision of urgent care at the Sylvan Lake Community Health Care Centre
- Fundraising for equipment replacements etc.
- Lobby's levels of government to support Urgent Care Needs of the population growth of Sylvan Lake and outlying areas

**Was decided in 2023 that there was no need to attend these meetings anymore. Council can decide at organizational meeting if they will attend for 2024**

	<u>Previously</u>
1 Council Representative	Lenore Eastman
1 Alternate Representative	Brenda Valiquette

**M. Municipal Planning Commission (MPC)**

**All members of Council**

- Meetings are held as required and scheduled the same night as Council meetings
- The MPC is referred decisions regarding discretionary or non-permitted uses in accordance with the Land Use Bylaw, or variances to the requirements of the bylaw. It can also be referred other controversial planning decisions

**N. Director and Deputy Director of Emergency Management**

- Assigned positions
- As per Bylaw 147/2011 Emergency Management Plan approved and issued under authority of the Emergency Management Act and the Local Authority Emergency Management Regulation of 2018. Required to Designate a Director of Emergency Management and a Deputy Director
- This cannot be a member of council as council is the advisory committee and is typically a member of staff or a contracted position. Julian is contracted, I am staff.
- Legislation requires that we have an emergency management plan, it is reviewed, proper training in emergency management is maintained and we exercise the plan

	<u>Previously</u>
Director	Julian Veuger
Deputy Director	Marc Fortais

**Recommending**

Back up and Alternate Deputy Director	Chris Loov
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**O. Bentley School Parent Advisory Council**

- ***Meetings are in the evening***
- School councils are collective associations of parents, teachers, secondary students, principals and staff and community representatives who work together to effectively support and enhance student learning. They provide one means for members of the school community to provide advice and consult with the principal to advise the board or the charter board.

	<u>Previously</u>
1 Council Representative	Dale Grimsdale
1 Alternate Representative	Greg Rathjen

**P. Bentley Emergency Management Advisory Committee**

- Meetings are to occur twice per year to be determined by Director of Emergency Management (Typically spring and fall)
- ***Meetings are in evening in alignment with council meetings***
- Establishment of the Bentley Emergency Management Advisory Committee is required as per Bylaw 147/2011
- This is supported by active participation in the Lacombe Regional Emergency Management Partnership as outlined above
- On January 1, 2020, the new Emergency Management Act Regulation 203/2018 came into force. The new regulation required the Town of Bentley and other municipal authorities to meet the new requirements for emergency advisory committees, emergency management agencies, regional collaboration, and emergency management plans (part of this will require an update to Bylaw 147/2011) AEMA has allowed more time for municipalities and towns to update their bylaws because of the response to COVID-19.
- The Committee reviews work and provides feedback and guidance regarding activity of the Municipal Emergency Management Agency

	<u>Previously</u>
All members of Council	
Director	Julian Veuger
Deputy Director	Marc Fortais
Add: Backup Deputy Director	Chris Loov

**Q. Medicine Lodge Ski Hill**

	<u>Previously</u>
1 Council Representative	Greg Rathjen
1 Alternate	Pam Hansen
1 Administrative Representative	CAO Marc Fortais

**R. Town of Bentley/Lacombe County Intermunicipal Development Plan and Intermunicipal Collaboration Framework Committee**

- ***Meetings as required when we progress to various stages of the project***

- **Meetings are typically during the day, but can work with CAO of County if evening works better to see if they can accommodate**
- *ICF Framework and Master Agreement was adopted in October 2019*
- *The committee provides a mechanism to work collaboratively regarding joint development that occurs at the border between the Town of Bentley and Lacombe County*
- *Currently we are working on an Area Structure Plan for the lands to the Southeast along the hwy 12 corridor*
- *The committee will meet as we progress through the analysis, including servicing studies, structure plan, transportation plan, cost sharing and revenue agreements and the potential adjustment of municipal boundaries.*
- *Will include public engagement*
- *Meetings as required when we progress to various stages of the project*
- *Terms of reference will be provided to participant*

Previously

2 Council Representatives

Greg Rathjen  
Brenda Valiquette

**S. Appointment of Auditor for the 2023 Fiscal Year End**

Recommendation:

RSM Chartered Accountants

2024 Projected Audit	\$34,650.00	RSM Alberta
2023 Projected Audit	\$34,650.00	RSM Alberta
2022 Audit	\$34,650.00	RSM Alberta
2021 Audit	\$30,571.43	RSM Alberta
2020 Audit	\$21,500.00	RSM Alberta
2019 Audit	\$20,616.75	RSM Alberta
2018 Audit	\$21,262.50	RSM Alberta

- Assigned Work
  - Grant Stange has overseen the audit of the Town of Bentley for the past 20 years (The audit has not been tendered in the last 20 years)
  - Technically RSM has only been the auditor for the past 3 years as the predecessor firm conducted the audit.
  - To ensure that they are independent they have regularly rotated staff and managers on the audit
  - All staff are in good standing with CPA Alberta
  - The firm brings value to the Town by being familiar with the Town's processes, accounting policies and they also offer additional services in areas of management expertise, economic and information technology consulting
- NOTE: the past few years have brought unique challenges to the accounting industry. The industry is experiencing an industry shortage and increased labour costs for hiring qualified and experience professionals. There are challenges to continue to hire adequate staff since the start of the pandemic. Wage costs have increased more than 15% for the past 2 years and RSM has continued to hold their fees for the Town of Bentley to roughly the same each year.
  - Public RFP was posted, and Administration reached out to 6 Central Alberta Accounting Firms, 3 indicated that they did not have capacity to respond or



indicated that they did not perform municipal audits. 3 Firms indicated they would submit a bid. Only one firm submitted a bid and that was RSM Alberta. The other two firms indicated that they discussed submitting a proposal with their partners, but they decided they did not have the capacity to provide the services due to labour shortages.

**T. Appointment of Assessor the 2024 Taxation Year**

Recommendation		Kevin Bohiken Wild Rose Assessment Services
2024	\$15,970.56	Wild Rose Assessment
2023	\$15,970.56	Wild Rose Assessment
2022	\$15,970.56	Wild Rose Assessment
2021	\$15,970.56	Wild Rose Assessment
2020	\$15,970.56	Wild Rose Assessment
2019	\$15,970.56	Wild Rose Assessment
2018	\$15,970.56	Wild Rose Assessment

- Contract is from April 1, 2020, to March 31, 2025, contract amount frozen until 2025
- Wildrose Assessment is out of Red Deer and is local with local knowledge of Bentley
- Many other Assessment organizations are out of Edmonton or Calgary
- It is a specialty service therefore has not been tendered for many years (I found contracts going back to 1996) so for more than 25 years they have been doing our assessments.

**9. Additional Considerations**

- Gull Lake Watershed Society (do you want to reach out to see about becoming a member)
- Canada Day Committee – Do you want to try to establish once again, is this a town led committee as it has not been in the past?

**10. Adjournment**



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## Policy No. 43-2023

**Policy Title:** Elected Officials Annual Attendance at Conferences and/or Training Allowance

**Date Adopted:** March 14, 2023  
**Date Reviewed:**

**Purpose:** Town Council recognizes the importance and value of Elected Officials attendance at conferences and/or receiving additional training as deemed necessary and as approved annually by Mayor and Council.

The role of Mayor and Council is important and constantly evolving. Annual training and/or attendance at conferences should be undertaken to ensure that members of Council stay up to date on current local government issues.

Through ongoing training opportunities and/or attendance at conferences, Mayor and Council are able to build important connections through networking and ensure that they are current on matters and issues affecting the municipality, on a local, regional, and provincial level. This also helps members of Council better serve the interests of the citizens of Bentley.

Costs for training and/or attendance at conferences can be significant and therefore it is the intention of this policy to provide an allowance and set a maximum for members of Council to use for educational and training purposes annually.

**Policy Statement:** Annually, each member of council, including all councilors and the mayor will be eligible to utilize an allowance of up to a maximum amount of \$1,500 for training purposes or attendance at a conference of their choosing.

**Administration**

When a member of council wishes to request attendance at a training or conference opportunity, that member shall submit a formal request in writing to Mayor and Council for review and consideration of approval at a Regular Meeting of Council and to be included as an item on the public agenda.

A majority vote of Mayor and Council will be required to authorize the requested training.

A request for attendance at a training or conference opportunity will not be denied unless the majority of Mayor and Council deems the request to be unreasonable and unrelated to the role as a public official.

Each Member of Council may submit more than one request, and each request will be considered independently of any other request. In addition the total expenditure for each member of council per annum will not exceed the maximum limit of this policy of \$1,500 per member.

The CAO will track amounts spent for each member of Council and will ensure that when requests are made, that a report is provided with amounts spent to date to ensure that the maximum allowable amount is not exceeded.

**Rescinded**

This policy hereby rescinds and replaces policy 43-2013 Elected Officials Attendance at Annual AUMA Convention

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

# 2024 REGULAR COUNCIL MEETING SCHEDULE

January						
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
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## LEGEND

-  Statutory Holiday
-  Regular Council Meeting
-  Recess Periods
-  Meeting Cancelled by Motion